

LARAMIE COUNTY COMMUNITY COLLEGE
PRESIDENT'S CABINET MEETING
Tuesday, April 7, 2015
1:30 p.m.
BOARD ROOM

Cabinet Present: President Schaffer, José Fierro, Judy Hay, Carol Hoglund, Kim Bender, James Malm,
Lisa Murphy

Guests: Amy Stinson

MINUTES

GUEST ITEMS/PRESENTATIONS

None

ACTION ITEMS (*Items on which President's Cabinet will take action.*)

- 1. Requests to Fill Vacancies – Children's Discovery Center – Carol Hoglund**
 - A. Lead Teacher
 - B. Associate Teacher

José gave up a classroom so the space could be converted to an additional Children's Discovery Center location for Pre-K morning and afternoon classes starting in the fall. A Lead Teacher and an Associate Teacher are needed for these classes. The new classroom will allow more children currently on a waiting list to be enrolled, and the additional enrollments will bring more revenue to support the Children's Discovery Center. The renovation will take place over the summer. Monies from the Laramie County Early Childhood Education and Development Joint Powers Board will cover the costs of furniture and classroom materials.

APPROVED

- 2. Requests to Fill Vacancies – Three Nursing Positions – José Fierro**

Two of the vacancies are existing nursing positions. The third one is a new position that was recommended for funding through the HR Priority Planning process this spring and by the College Council on 3/27/15. Filling of the new position will be advertised as contingent upon the Board's approval on July 15th of the FY 2016 budget from which the new position will be funded.

APPROVED

- 3. Request to Fill Vacancy – Human Resources Executive Director – President Schaffer**

President Schaffer stated the job description is in the works and that Tara Rood will be back on Thursday to assist with advertising the position. Lisa will chair the screening committee.

APPROVED

4. **Campus On-Call Call-Back Compensation Procedure 6.11.2P – 2nd Reading** – Consultative feedback period ended 4/3/15 – Four comments received—all positive with no recommendations for changes. – Amy Stinson

APPROVED for College Council consideration of ratification for President Schaffer's signature.

5. **Professional Development Fund Requests – Balance \$0** (*standing agenda item*)
None

DISCUSSION ITEMS (*Items needing discussion by most or all of President's Cabinet.*)

6. **April 15th Board Agenda DRAFT** – President Schaffer

The Board will hear a first reading of President Schaffer's recommendations for the FY 2016 budget. President Schaffer's recommendations and those of President's Cabinet were determined after the March 27th College Council review of the recommendations brought forward Budget Resource and Allocation Committee (BRAC). The final agenda may be at http://lccc.wy.edu/about/board/meetings_and_minutes.aspx.

7. **Odds & Ends** – President Schaffer

A. Commencement – May 16th – Storey Gym – Judy Hay

- The number of students who have applied for graduation but have not said they are “walking” is being checked. Applications are still being processed.
- President Schaffer will forward some information to the commencement speaker in the next couple of weeks.
- Ty Stockton is readying the commencement script to email for edits.
- Additional speakers are being placed in numerous areas to improve the sound relays.
- Trustee Dubois has a conflict with the morning commencement but will attend the afternoon nurses' pinning and HSEC graduation.
- Professional Staff are required to attend commencement; they are not required to attend other graduation and pinning ceremonies. Classified staff who may be “working” commencement are to be compensated either in overtime pay or by flexing their time.
- Four nominations have been received for the W.M. Stalcup Excellence Award. The nominations go to José, who will form a committee to evaluate the nominations and make a selection. The award is based on the student's commitment made in service to the College and/or the community and their grades. Last year's scholarship amount was \$2,000. This year's amount has not yet been set.
- Lisa Trimble will be asked to send commencement invitations to local officials and Wyoming Community College Commission commissioners and executive director. Jennifer Thompson will take the RSVPs.

B. Employee Recognition and Reception – May 1st – Plains Hotel – President Schaffer

A committee of staff and faculty representatives is organizing the event. Valet parking at a cost of \$4/car will be available at the expense of those attending.

C. AACC Coverage – April 18-21, 2015 – San Antonio, TX – President Schaffer

Carol will be the acting president and Lisa will handle any public relations matters.

D. Employee Satisfaction Survey Recommendations (*Brought forward from 3/31/15 President's Cabinet meeting.*)

The Noel-Levitz Survey Analysis Team recommended the following, which were presented during the March 27th College Council meeting:

- 1) The survey should be conducted in the fourth or fifth week of the spring semester. This would allow for employees who were new in the fall to participate. By doing it relatively early in the spring semester, results should be available for analysis that semester.
- 2) The survey should be done every year to develop data trends and monitor improvement.
- 3) The open-ended comment section should be included in the survey.

After much discussion concerning the survey's timing, the open-ended comment section's usefulness, other survey tools, the analysis process, and the open records act, the President's Cabinet viewed the following as the most appropriate for future employee satisfaction surveys and analysis.

- 1) The survey should be conducted in the fourth or fifth week of the spring semester. This would allow for employees who were new in the fall to participate. By doing it relatively early in the spring semester, results should be available for analysis that semester.
- 2) The survey should be done every year to develop data trends and monitor improvement.
- 3) The open-ended comment section will be eliminated.
- 4) The survey results will be released after an analysis has been prepared to accompany the results.
- 5) The survey results and analysis will be used for identifying actionable data that can be folded into improvement strategies.
- 6) The survey questions brought forward from the Lundy survey were negatively skewed. More discussion will need to take place on whether or not to include these in the next survey.
- 7) Other survey instruments have been vetted. The Noel-Levitz survey will continue to be used.

In other discussion, the Cabinet received information about student responses to the April Fool's video and the installation of the Arp and Lummis Wall in the Arp Building, which is nearing completion. The Lummis family is invited to the wall's unveiling on Friday, April 10th; the campus will be invited to view the Lummis Wall on Tuesday, April 14th.

E. Vacation Accrual

President Schaffer presented the Cabinet with a list of employees who have vacation accruals that need to be used. He noted some employees did not realize their excess vacation accruals are to be zeroed out before July 1, 2015.

Carol explained the differences in the Colleague and Time Clock systems' recording of time. At this point, the accrual limits in the time clock system are at 336 hours. Once that limit is reached, no additional leave is added. In Colleague, the total leave accumulated will remain the same until the 11 employees with excess leave time have used their vacation accruals so that their leave time has been reduced to 336 hours or less.

President's Cabinet agreed that because the need to reduce paid leave time to 336 hours or less before July 1 was communicated differently across campus, that supervisors will be asked to work with their employees to reduce their vacation accruals. President Schaffer will ask Dorothy Moen to email the list of 11 employees to the Cabinet.

F. AAPD Conference – April 22nd

President Schaffer asked the Cabinet to support their employees attending the conference, which will be held from 8:30 a.m. to 4 p.m. in TC Rooms 120/121. (POSTSCRIPT TO MINUTES: Any college employee may attend the conference, which is not being limited to administrative assistants.)

INFORMATION ITEMS (Items not needing large discussion but are important for the Cabinet's awareness.)

8. Enrollment Report – President Schaffer

- Spring Enrollment Report – After End-of-Term – May 18, 2015
- Summer and Fall – After First Day of Registration – April 22, 2015

9. HR Recruitment (Position Vacancy Status) Report – President Schaffer

Recruitments for 18 positions are in process as follows:

- Advertised – 11
- Screening in Progress – 1
- Interviews in Progress – 4
- Offer Pending – 2

10. Lightning Round (Area Updates – FAST)

- Judy – The annual Mud Run will be held on Saturday, May 2nd. The event is primarily organized by students in Active Minds and SGA. Other upcoming events include a Cultural Fair, Earth Week, and Sex Day.
- Carol – Jamie Spezzano began her duties as Director of Procurement and Contracting on Monday, April 6th. Also, four to five bids for the wayfinding signage project are being opened today.
- Lisa – Aurora Borealis is April 7th at 7 p.m. at Cheyenne Central High School and “Career and Industry Growth in Cheyenne” is April 16th at 7 p.m. in the Center for Conferences and Institutes. President Schaffer pointed out *Wyoming Tribune Eagle* articles about the College’s cultural events do not credit the LCCC Foundation with sponsoring the events. Lisa said the advertisements do name the LCCC Foundation, and she will visit with Scott Walker at the Wyoming Tribune-Eagle about mentioning the same in their articles.
- Lisa – After some 12 years Brenda Laird has asked that the annual Adopt-A-Highway cleanup be organized by others. Lisa shared that if the College does not continue their participation in the Adopt-A-Highway program, WYDOT will have to remove the sign on College Drive crediting the College with this effort. Judy stated the Student Services staff would be willing to take on the cleanup campaign next year with the anticipation that the cleanup would rotate to someone else the following year. A suggestion was made to incorporate the cleanup project into the Certified Program Managers’ (CPM) curriculum as a service learning component for the graduating class. President Schaffer thought coordinating the cleanup with Earth Day activities would be a good idea and also thought resurrecting the EXCEL Committee, whose members were responsible for college employee events might also be worth considering. He pointed out having only one cleanup event (as opposed to an Adopt-A-Highway, Earth Day, and Spring Clean Fling) might be more well-received by employees and students. Additionally, having the cleanup effort in the spring may be too early, if one of the reasons for doing so is to ready the campus for the July Thunderbird performance. At the Cabinet’s suggestion, Lisa will visit with Veronica Pedersen about the CPM program. Lisa asked the Cabinet to share additional ideas that may occur to them.

Respectfully submitted,

Vicki Boreing